

6 September 1978

MEMORANDUM FOR THE RECORD

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FROM: [REDACTED]

SUBJECT: Minutes of ADMAG Meeting of 21 August 1978

1. (U/AIUO) The regular monthly ADMAG meeting was held on 21 August 1978 in the DDA Conference Room. Members present were:

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[REDACTED]
MG
Security
Logistics
Medical Services
Data Processing
Personnel

2. (U/AIUO) The following issues were addressed at the meeting:

a. It was affirmed as an ADMAG policy that each member make every effort to attend the meetings of their office MAG groups.

b. ADMAG members would attend the DDA morning meetings and report back to ADMAG concerning the value of the experience. This is to be on a very limited basis with members to attend only one meeting. An attempt will be made to schedule [REDACTED] and [REDACTED] during September.

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c. Dental Insurance - Following discussion, it was agreed that [REDACTED] will draft a memo to the D/Personnel requesting that they prepare a formal response to the question of providing Dental Insurance for Agency employees. The action was assigned following an explanation by the Chairman of his discussion with the Chief, Insurance Branch who indicated that the issue of Dental Insurance had been studied and rejected often as too expensive, but the studies or results had not been published.

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d. DDA/MAG Charter [REDACTED] - Following discussion, it was agreed that [REDACTED] would prepare a revised version of the DDA/MAG Charter and present for approval of the ADMAG. It is planned that the revised version of the Charter would be attached to the formal minutes of the ADMAG to be made a part of the official record.

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e. Offsetting Cover Benefits - It was agreed that the Chairman would contact [REDACTED] and determine what action had been taken to contact CCS concerning the issue.

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f. Suggestion Awards - A group discussion raised concerns about various points in the Suggestion Awards program, including: time delays, review and follow-up, and awards for job related ideas. It was decided to invite [REDACTED] (HMAB) to attend our 18 September meeting to give us an overview of the program and respond to questions. [REDACTED] has been contacted and will attend)

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g. Space Administration - [REDACTED] confirmed that he will invite [REDACTED] (C/LSD/OL) to attend our 16 October meeting to provide us with information concerning space administration in the Agency and the possible need for a central decision point for space allocation.

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h. ADMAG Item for DCI/MAG Newsletter - [REDACTED] presented his draft of an article for presentation to the DCI/MAG for possible inclusion in their Newsletter. After some discussion and agreement on two minor changes, the article was endorsed by the group for publication. The ADMAG Secretary will have it prepared for presentation to the DCI/MAG.

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